

## Bylaws of the Teen Advisory Board (TAB)

### Article I: NAME

#### Section I

This organization of the Town of Camp Verde Community Library shall be called the Teen Advisory Board and abbreviated as TAB.

### Article II: MISSION

The mission of TAB is to offer fun, constructive opportunities for teens by creating the best possible programs and resources through the Camp Verde Community Library.

### Article III: VISION

Transform the library into a vital hub of interactive learning that evolves with community input.

Design the teen space, make recommendations for the teen collection, and maintain an active event calendar through community partnerships.

Develop skills in student leadership, communication, teamwork, research, marketing, and networking.

Build confidence by leveraging strengths and tackling challenges.

Create community through acceptance and cooperation.

### Article IV: MEMBERSHIP

#### Section 1: Eligibility

TAB "Members" are distinct from "Volunteers." Together, members and volunteers will be referred to as "Participants." Members are students in grades 8th through 12th who complete a TAB application, interview, and are voted in by a majority vote or in special circumstances, approved by Library Staff. Members have voting rights, may run for office, and are responsible for the success of TAB. "Volunteers" may include students in grades 6th and up, and may include adults who pass a background check.

#### Section 2: Expectations

All participants should adhere to the Code of Conduct (see Article VII) and participate in all TAB meetings (see Article VI Meetings) and events. Certain Library and TAB events which are important to the accomplishing the TAB mission and vision may also be deemed as mandatory events by the Staff.

#### Section 2: Staff Support

An adult library staff member will serve as the TAB Leader and supervise all TAB meetings, activities, and projects. The TAB Leader is ultimately responsible for establishing meeting agendas, membership applications, adherence to bylaws, recordkeeping, quality control, and student safety. The TAB Leader provides guidance and mentorship to ensure the fulfillment of the TAB mission and goals.

#### Section 3: Voting Rights

Members have full voting rights. Volunteers who show the same level of dedication as Members, who are excluded from membership due to age, may earn full voting rights by a majority vote no sooner than one month after joining. Voting privileges of Volunteers may also be revoked by a majority vote after 3 unexcused absences or significant issues with conduct (see Article VII Code of Conduct). On significant issues, such as matters of semi-permanence, safety, or public relations, the TAB leader holds veto rights and may vote to break a tie.

#### Section 3: Enrollment

To join TAB, Members and Volunteers complete a written TAB application form any time during the calendar year. New Members must visit one TAB meeting, read the Bylaws, and review the last three month's meeting minutes before they may apply. Members need to schedule and complete a group interview with the TAB during a regular meeting, and be

approved by a majority vote by the following meeting. The group interview, at a minimum, consists of the TAB Leader and Officers asking required questions, followed by questions from the members and volunteers. Voting on the new member takes place at the following meeting without the applicant present.

#### Section 4: Size

TAB must maintain a minimum of 4 students--consisting of at least 2 Officers and 2 members, and should not exceed 15 members. There is no maximum for volunteers.

#### Section 5: Membership Terms

Members must serve for a minimum of one calendar year. The TAB must maintain a minimum of 2 Officers and 2 Members to exist and operate. If a resignation will cause the TAB to fall below the required membership, a new member must be recruited into TAB before the member may resign.

#### Section 6: Candidates for "Change of Status"

Members and Officers will have an automatic "Change of Status" to "Volunteers" after 3 unexcused absences during one calendar year. "Change of Status" refers only to removal due to unexcused absences.

#### Section 7: Resignation

A Member wishing to resign from TAB must submit a "Resignation Letter." If a resignation will cause the TAB to fall below the required membership, a new member must be recruited into TAB before the member may resign. The resignation process is different if the Member is an Officer (See Article V Officers, Section 9 Resignation).

### Article V: OFFICERS

#### Section 1: Required Positions and Attributes

Required officer positions include a President and Vice President. Optional positions may include: Secretary, Treasurer, and Public Relations. Officers should be good role models, students, recruiters, and committed to attend all meetings and TAB events. Officers exemplify the Code of Conduct (see Article VII). The TAB may create or remove optional officer positions and duty descriptions by majority vote, as needed.

#### Section 2: Elections

Elections for Officer candidates will be held every August, and will be determined by majority vote during a regular meeting by September 1st. Officers will serve a minimum term of one calendar year, and may continually run for re-election, as long as they remain in good standing.

#### Section 3: President

The President is the most committed member and leader who prominently represents the TAB, inspires and encourages all TAB participants, and promotes the TAB mission and goals. The President works closely with the TAB Leader, helps establish meeting agendas, receives agenda item requests from other participants, and presides over the meetings. The TAB Leader may preside over meetings, as needed.

#### Section 4: Vice President

The Vice President assists the President, is responsible for the training, conduct, and morale of the Officer staff, and serves as the President in his or her absence. The Vice President may serve as the membership coordinator, keeping track of active and inactive members, and new applications.

#### Section 5: Secretary

The Secretary records and publishes minutes for TAB meetings and may help with other administrative tasks, such as: updating a membership directory and posting new events on a public calendar. Minutes will be published by the following meeting and posted for the public, such as on a TAB bulletin board. Library Staff is responsible for uploading minutes to the Library website and digitally backing up the files. The Secretary announces absent members at meetings.

and keeps track of all votes taken at each meeting. If the Secretary will be absent from a meeting, he/she should immediately appoint a person to record meeting minutes in his/her absence. The TAB Leader, other Members or Officers, or a qualified Volunteer may cover these duties, as needed, until this position is filled.

#### Section 6: Additional Officers

The Treasurer keeps track of the overall program budget, individual project budgets, expenditures, revenues, donations; researches costs and projects spending. The Public Relations officer manages the organization's reputation through media sources and marketing materials. The PR officer may submit press releases and news articles, create posters, and maintain a directory of existing and potential community partners. The TAB Leader and other Members or Officers may cover these duties, as needed, until these positions are filled.

#### Section 7: Probation of Officers

Officers exemplify the highest standards of the Code of Conduct. In the event of significant issues with participation and/or conduct, the Officer will be placed on probation for a period of 1 week to 1 month, depending on the TAB Leader and/or Library Staff's discretion. During probation, the Officer may not participate in any field trips or events, and may not vote. The Officer on probation will continue to carry out their normal duties, however, according to their job description stated in the Bylaws. The TAB Leader will hold a conference with the Officer and the Officer's parent(s) before or soon after the probation begins to discuss the situation, the terms of probation, and create a "Plan for Improvement." Copies of the "Notice of Probation" and the "Plan for Improvement" will be given to the participant, parent(s), and kept on file for TAB/Library records.

#### Section 8: Removal for Conduct

If a Code of Conduct issue is not resolved by the end of the probation period, the Officer will be removed from Office by the TAB Leader and/or Library Staff. The TAB Leader and/or Library Staff and TAB participants may decide by majority vote if the removed Officer should be allowed to continue participation as a Member or Volunteer. The removed Officer will be notified in person, if possible, and in writing with a "Removal Letter." A copy of the "Removal Letter" will be kept on file for TAB/Library records.

#### Section 9: Resignation

If an Officer wishes to resign before the completion of one term, he or she must schedule a hearing with the TAB, explain his or her situation, allow for questions, and submit a written "Resignation Letter." If the Officer holds a required position, the Officer's position must be filled during the same meeting with the best candidate available to serve as "Interim" until the August elections. Under special circumstances, a volunteer may serve as an "interim" Secretary if all other members already have Officer positions. If the President resigns, the Vice President will serve as President and a new "Interim" Vice President will be elected during the same meeting. If the Vice President or any other Officer resigns, a new "Interim" will be elected during the same meeting until the August elections.

### Article VI: MEETINGS

#### Section 1: Time and Place

Meetings will be held at least once a month on Saturdays at 10:00 a.m. year-round at the Camp Verde Community Library unless otherwise announced. The TAB Leader may call special meetings to complete tasks as needed. Meetings are mandatory for Members and Officers.

#### Section 2: Defining a Quorum

A quorum is the minimum number of voting members required to be present at a meeting in order to conduct business and vote on matters during the meeting. When TAB consists of 4 voting participants, all 4 must be present for a quorum. For 6-7 total voters, 5 must be present to conduct business. For 8-9 total voters, 6 must be present to conduct business. For 10-11 total voters, 7 must be present. For 12-13 total voters, 8 must be present. For 14 total voters, 9 must be present. For 15 total voters, 10 must be present to conduct business.

### Section 3: Voting

Members and Volunteers with voting rights may vote “Yes,” “No,” or “Abstain,” and should raise their hand to indicate their vote. Participants must be present in the meeting to vote. In critical or time-sensitive situations, the TAB Leader may vote if one more voting participant is needed for a quorum.

## Article VII: CODE OF CONDUCT

### Section 1: Focus

Participants will keep the TAB mission and goals at the forefront of all TAB efforts.

### Section 2: Representation

Participants will positively represent the TAB, Camp Verde Community Library, and the Town of Camp Verde during TAB meetings, events, and at the Library, with proper dress, language, and behavior.

### Section 3: Culture

Participants will show respect to other persons, show careful stewardship of resources, and foster a culture of loyalty, cooperation, encouragement, adaptability, and progress. Participants should display values of friendship and teamwork at all times.

### Section 4: Resolving Issues and Conflicts

As a general rule, Participants should try resolve issues directly with one another in a calm and respectful manner with the other person’s perspective, situation, and feelings in mind. If necessary, ask the TAB Leader or Library Staff for assistant in resolving the problem. In certain circumstances, it may be advisable to involve the parents of Participants.

### Section 5: Warnings, Probation, and Removal

Warnings are verbal and on-the-spot corrections that may involve an interactive requirement such as an action or assignment to address the behavior problem. This escalates to Probation if the problem is consistent or significant (See Article VI, Section 7). If Probation does not resolve the issue, the Participant may be barred from further participation and removed from TAB with written notice of a “Removal Letter.” Participants with significant Code of Conduct issues must be placed on probation before being considered for removal. The process of Probation and Removal follows the same procedure all Participants: Members, Volunteers, and Officers. Volunteers will be considered for removal only for significant issues with conduct and cannot be removed for attendance (see Article VII Code of Conduct.)

## Article VIII: BYLAWS

### Section 1: Distribution

Every Participant will receive a copy of the Bylaws and sign a statement verifying understanding.

### Section 2: Publishing

Bylaws will be posted for the public, such as on a TAB bulletin board, and uploaded on the Camp Verde Community Library website, indicating the date of its last review.

### Section 3: Review

Bylaws may be reviewed, updated, and approved by majority vote, at least annually, every January.